



Executive Committee
November 15, 2011
BGADD
Lexington, Kentucky

Executive Committee Members Present	Full Bd Member Present	Staff Present
Allen, Alonzo	Stoltz, Lenny	Burtner, Bradlee
Bushnell, James		Compton, Jennifer
Lindeman, Barry		Ewing, Lori
Manuel, Mark		Lupson, Erica
Smith, Daryl		Saunders, Crystal
Vater, Tami		Turley, Chris
Walker, Lynette		

Call to Order

Chairman Smith called the meeting to order.

Community Involvement Report

- Woodford County – Work Ready Community Application for Woodford County is ready to be submitted
- Fayette County – RN shortages, Healthcare Boot Camps for the Youth, Reauthorization of WIA funding and the possibility of Re-Entry funding was discussed.
- Garrard County – Seven new businesses opened in Garrard County which created 30 new employees.

Consent Agenda

Chairman Smith presented the Consent Agenda which included the following items for October 2011:

1. October 18th Minutes
2. October Financial Report

Motion: To approve items 1 and 2 listed on the consent agenda.

Made by: Lynette Walker Second: Tami Vater Motion passed

Old Business

- Strategic Plan
 Jennifer Compton went over the progress that has been made towards each goal identified in the Strategic Plan. Some of the highlights included:
 - Training is being provided by KWIB on November 17th with Rodney Bradshaw and Mike Temple
 - Jennifer Compton and Chairman Smith have completed 15 one on one meetings with board members.

- The inventory of board members captured the need to:
 - Have more partner meetings with our front line staff and community Partners' front line staff
 - Produce flyer about Career Centers to share with board members for them to distribute in their communities
 - Have round table discussions for small businesses
 - Simply things, one page documents
- Mary Ann Adams with EZ Pack has agreed to serve as the Harrison County representative
- All seats on Executive Committee have been filled
- We are checking into hosting meetings in partnerships with the Chambers
- Self Assessment packet has been received and One-Stop Committee and staff will work to complete it
- Front line staff will be meeting with front line staff of Goodwill and Community Action
- BGWIB Officers will be attending the National Workforce Association conference in Florida on December 3rd – 6th
- One-Stop Customer Satisfaction Survey, Employer Service Satisfaction Survey, and WIA Customer Satisfaction Survey has been developed
- Healthcare Consortium meeting is scheduled for November 16th
- Database is being developed of priority sector companies and key contact
- Additional members are needed for the Program Committee prior to the meeting
- Woodford County's Work Ready Community application will be completed the week of Thanksgiving
- Presentation will be presented to SETA on our work ready community initiative
- We have purchased new banners and business service folders
- Facebook 265, Twitter 44, E-Newsletter 64
- Business Services Staff goals have been established

- FY12 Budget

The proposed overall budgets for each program were distributed and explained by Jennifer Compton. In the September meeting, the board agreed that this year would be a baseline year to better figure out where our funds should be spent. The figures for each program include the October allocations and are separated by: Youth, Adult, Dislocated Worker, NEG OJT, Incentive, WIA Hire, JAG, NEG – Storm, NEG – Multiple Company, Trade and Rapid Response. The budget includes the overall budget amount, the budget amount by category, percentage of the budget that was obligated, total expended to date as well as percentage expended to date.

The Board discussed that this would need to be reviewed each quarter, before each Full Board meeting. This will allow the Board to determine whether or not we are on track with the budget, or to discuss possibilities of changes if needed.

Motion: *To approve the FY12 Budget as submitted.*

Made by: *Mark Manuel* *Second:* *James Bushnell* *Motion passed*

New Business

- Board Member Nominations

A list of the board member seats and terms were distributed for review. Chairman Smith explained that when the bylaws were revised and approved in December of last year, it was decided that the initial private sector seats should be staggered so that one-third of them

would expire each year. Each subsequent private sector seat will be renewed for a 3 year term. All public sector seats expire each year.

The private sector seats for Bourbon, Mercer, Nicholas, Powell and Scott Counties, and all Public Sector seats will expire on 12-31-11.

Motion: To renew the current members for Bourbon, Mercer, Nicholas, Powell and Scott County, as well as all the members for the Public Sector seats for another term.

Made by: Tami Vater Second: Mark Manuel Motion passed

- Officer Nomination Process

Article V, Section B of the bylaws states that the officer terms are for a period of one year, and officers can be re-elected for the same position. Article V, Section C states that the officers shall be elected through a nomination process of the WIB. The Executive Committee discussed the process to be utilized for the officer nominations this year.

Motion: The Executive Committee recommended to re-elect the current officers for the 2012 term and to survey the full board for additional nominations. All nominations will be reviewed at the next meeting on December 20th.

Made by: Tami Vater Second: James Bushnell Motion passed

- Staff Report

Staff has been working to develop a dashboard to show the board monthly and year-to-date numbers on each service provided including:

- Re-Entry
- Youth
- WIA Performance
- WIA Enrolled
- Unemployment Rate by County
- An overview of Industry Sectors
- One-Stop information

The board suggested that the one page dashboard be available for meetings, and the full report should go on the website. They also suggested that instead of using year-to-date numbers that a comparison of last year's numbers for that time frame would be better. Since we are just starting to track this information, those numbers aren't available. We will use the previous quarter's totals until next year.

- Organizational Chart

Staff developed an organizational chart that shows everything the BGWIB is responsible for. A lot of discussion has suggested that the majority of people believe that we only control the Career Centers. This chart shows how the Board is in connection with the State, and what all falls under the Board's responsibility.

- Business Services Staff Training

The Business Services Staff attended the "Taking Care of Business" training in Atlanta. This was a three day conference that expressed the need that we need to listen to employers needs. The Business Service Staff have been given new goals and

responsibilities and are working to create relationships with Human Resources in each business.

Adjournment

With no further business, the meeting was adjourned by Chairman Smith.

Motion: *To adjourn meeting.*

Made by: *Mark Manuel*

Second: *Alonzo Allen*

Motion passed